

Job Description

Minibus driver

Job Title:	Minibus driver
Hours:	Either 8.5 hours per week (college term time only) or 12 hours per week (depending on AM or PM role – see advert for more details)
Location:	Office based in Devizes (passengers are based in or near Trowbridge/Holt – vehicle can be taken home)
Supervisor:	Community Transport Manager

Job Purpose

To assist the Community Transport Team by providing driving services using Community First's passenger carrying vehicles.

Main Duties

1. To transport people to and from various locations as requested by the Community Transport Manager in a timely and safe manner.
2. To check the roadworthiness of the vehicle driven before each journey, including keeping the relevant vehicle clean, tidy and secure at all times.
3. To record all journeys undertaken on appropriate log sheets.
4. To ensure the safety of all passengers (including wheelchair users) at all times whilst travelling in the relevant vehicle, including use of seat belts and the management of disorderly behaviour.
5. To report any vehicle defects, passenger incidents, near misses, collisions, breakdowns or vehicle fire to line manager as soon as possible.
6. Where appropriate, to re-fuel and keep fuel receipts and to take Community First vehicles to be cleaned.
7. Undertaking light maintenance of Community First's minibuses and people carriers (such as changing light bulbs, topping up vehicles with water and fluids, taking removable seats in and out of vehicles).
8. Occasionally to take Community First vehicles to designated garages to be and taking vehicles to be repaired, safety checked, serviced or MoT'd.

9. To adhere to Community First's Community Transport Driver's Responsibilities
10. Any other such duties as deemed appropriate by Community First.

General Duties

You will contribute to achieving the overall mission of Community First.

- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Fire Certificate for Community First.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.